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Guiuan, Eastern Samar

08/23/2021

Jett C. Quebec
Department Head
Department of Liberal Arts & Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Quebec,

I am writing to apply for the position Part-time Faculty at your department which I found as a listing on jobs.vsu.edu.ph.

I believe I am qualified for the role because of my humble knowledge, skills, attitude, and values as assets to serve the community of learners who have the same passion as mine. I earned my master's degree in English which I deemed suitable to what you are looking for a candidate. In addition, it is my passion to teach all learners while understanding my role as an educational leader in the classroom. I am committed to teaching by ensuring the programs and curriculum are implemented that lead the learners to maximize their full potentials in their chosen field.

My resume and personal data sheets are attached to support my application. It includes the skills I believe you are looking for, such as:


- *Experience.* I have eight years (public) and one year (private) teaching experience which hone my skills in maximizing my potentials to fulfill key results or output-based performance in teaching.
- *Skills.* I maximize my full potential through attending webinars and/or lectures relevant to my curricular and co-curricular based-jobs and duties as a teacher. I am confident on the use of online platform of distance learning.
- *Performance.* Should you ask my performance rating from the last three rating periods, I earned at least Very Satisfactorily (VS) performance which are my proof in my consistency, commitment and attitude towards my work, especially teaching and facilitating learning to all learners.

Your prestigious state university is popular in the region and far, as it continuously improves learners in the field of science, technology, and environmental conservation. Thus, it leads me to decide to work and be part of the vision, mission and goals of VSU.

I would like to know more about this opportunity and talk about how my experience can benefit your organization.

Thank you for considering my application. I look forward to hearing from you and learning more about VSU.

Sincerely,


GIAN CARLO R. ARCEÑO
Applicant